



## INSURANCE, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	INSURANCE, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, July 24, 2009
<b>POSITION TITLE:</b>	Chief, Financial Management Division, CEA 2	<b>FINAL FILING DATE:</b>	Friday, August 7, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	07242009_1

### POSITION DESCRIPTION

Under the direction of the Deputy Commissioner, Administration and Licensing Services, the Chief, Financial Management Division provides direct management to all areas of financial management. Responsibilities include planning, organizing and directing the operation of the Division, which includes Budget & Revenue Management, Administrative Systems and Accounting Services. The incumbent is responsible for the overall development and administration of a large complex departmental budget with multiple fund sources and related review and cost analysis of programs; advises management on budgetary policy; interprets and applies budget control language and Department of Finance budget instructions and policies for the Department of Insurance. The key responsibilities include the oversight of a quarterly review process to provide management with an effective system for monitoring and managing the Department's expenditures and revenue generating capability. Other duties include maintenance of centralized records of the Department's appropriations, financial activities, cash flow and fiscal reports. The incumbent is also responsible for providing management oversight in assessing critical accounting data and reports to maintain strong controls and accountability within the Department as well as oversight of the development and analysis of monthly cash flow statements to provide an effective cash management tool for management planning. The incumbent consults with, advises and makes recommendations to the Executive Staff, Division Chiefs and program managers regarding fiscal policies, programs and procedures.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Budget experience in a line Department within the Executive Branch of government.
- Experience developing and maintaining revenue estimates associated with programs funded by fees.
- Knowledge and ability to develop, administer, and monitor budgetary, fiscal and management analysis planning policies, criteria and methodologies for the Department.
- Knowledge of the principles and practices of policy formulation and development; the insurance industry; and the laws and regulations that govern insurance activities.
- Ability to oversee the development, implementation and administration of the Department's annual budget.
- Ability to work successfully with the Insurance Commissioner, the Executive Staff, Division and Bureau Chiefs, members of the Legislature and special interest groups.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Financial Management Division, CEA 2**, with the **INSURANCE, DEPARTMENT OF**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

Applications, resumes, and qualification descriptions will be reviewed by the departmental executives. Candidates may be selected for interviews or a final hiring decision may be made based on the information contained in the applications, resumes and two-page statement of qualifications.

### **FILING INSTRUCTIONS**

All applications must be received by 5:00 p.m., close of business on August 7, 2009, the final filing date.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the examination process.

**Applications must be submitted by the final filing date to:**

INSURANCE, DEPARTMENT OF, Human Resources Management Division  
300 Capitol Mall, Suite 1300, Sacramento, CA 95814  
Cecille Ramirez | (916) 492-3295 | ramirezc@insurance.ca.gov

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INSURANCE, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>